



# e-Services WSA

## CAPNHQ Electronic Services e-Services Web Security Administration (WSA) California Wing Basic Procedures

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If you discover any errors, please contact the author and they will be corrected

## 1-1 Preface

The intent of these procedures is to help anyone understand the CAP National Headquarters e-Services, Web Security Administration (WSA) procedure

WSA is a control system. The WSA application replaces WMU "Permissions" for the control of how a member relates to the CAPNHQ applications.

WSA defines which CAP NHQ "restricted" online applications a member can use. There are numerous applications that any member can access on the CAPNHQ Web site, but there are numerous others that require that the member be authorized to use them.

WSA is the system that allows a member, generally a Group or Unit Commander with WSA authority, to assign certain levels of access to these programs, for members within his organization. The WSA delegates access authority downward, Wing to Group, Group to Unit, Unit to members.

A Wing level WSA can assign any access authority to any member in the Wing. This authority defines what programs a member can access and also what he/she can do within that application.

The things that are controlled by the WSA are the programs that can be accessed and whether the member can enter data (Data Entry) or just read it (Read Only). It also defines the functional areas that can be accessed, CADET Programs, OPS-CAPPilot or OPS-Emergency Services. It controls the organization a member can access, usually just his own assigned Unit and the level of access (Scope), Group, Unit of Member.

WSA may be somewhat intimidating to the first time user.

The first time you try to accomplish any given task, simply follow each procedural step *exactly*. You will find that after you have done a particular procedure a few times, rather than read every word in the procedure, simply note the **BOLD** words and they will act as reminders, as to what to **Enter or Click**. It's like a cook book, and like a cook book, failure to follow the procedure exactly, may result in something other than what you desired. .

The procedures included, cover most of the tasks that the WSA will have to accomplish. Once the WSA has assigned all of his subordinates whatever WSA authority is required, no further action must be taken, unless the members or organization changes.

No guarantees are included with these procedures, as e-Services and WSA are changing all the time, with no notification from the authors at CAPNHQ.

If you find that a given procedure does not work, please advise the author and the procedure will be corrected.

## **2-0 Web Security Administration (WSA) Defined**

### **2-1 What Is A WSA?**

A “Web Security Administrator” (WSA) has the authority to assign a member, the capability to access various “Restricted Applications” in the CAP National Web Site. These are the applications that are listed on the right side of the e-Services Home page. (This was called “Permissions” in WMU.)

### **2-2 e-Services Restricted Application Access**

“Restricted Applications Access” defines the user’s ability to access any of these restricted applications within e-Services. It is assigned by the WSA in the next higher level of Command. When assigning a member the ability to access an application, some applications are further divided into the following

- |                    |  |
|--------------------|--|
| 1. Application     | i.e. M.I.M.S.(FMS) or Personnel Information Change, etc. |
| 2. Module          | i.e. Qual/Cert or Validate Achievements or Tasks, etc.   |
| 3. Process         | i.e. Data Entry or Read Only                             |
| 4. Functional Area | i.e. Cadet Programs or OPS-Emergency Services, etc.      |
| 5. Organization    | i.e. Your Unit   |
| 6. Scope           | i.e. GROUP, UNIT or MEMBER                               |

### **2-3 Definition Of Terms**

#### **APPLICATION**

An Application is a computer program, which allows a user to process or look at information.

#### **MODULE**

Most Applications such as “CAPWATCH Download” or “Interactive Personal Information” only have one module. Others such as M.I.M.S. (FMS) have several. A Module is a sub-division of an Application.

The M.I.M.S.(FMS) Application is divided into nine modules:

1. CAPF101 by CAPID
2. CAPF101T by CAPID
3. FMS Currency
4. FMS Reports
5. Multi-ES Entry
6. Multi-Pilot Entry
7. Qual/Cert (Qualification Certification)
8. Achievement Entry
9. Validation of Achievements or Task

#### **PROCESS**

A Process is a data related capability that can be assigned to any Application/Module:

1. Read Only. Only allows the user to LOOK at information, not enter or change it.
2. Data Entry. Allows the user to Enter, look at or change data

## FUNCTIONAL AREA

Some Applications/Modules are broken down into Functional Areas

1. Cadet Programs
2. OPS-CAPPilot
3. OPS-Emergency Services
4. OPS-CounterDrug

If a member is only involved with Cadet Programs, it is only necessary to authorize his access to applications that deal with Cadet Programs. If a member is not a pilot, it is usually only necessary to authorize him to access OPS-Emergency Services applications

## ORGANIZATION

Organization defines the Unit[s] that the member can access. e.g. A member can be given access to CAPWATCH Download for his Unit and also be given access to other Units as well.

This would normally be used in cases where the member is assigned to one Unit, but also assigned other duties in another Unit (IAOD) i.e. Group and has a need to look at or update data in both Units.

## SCOPE

Scope refers to the ability of an individual to access information at different levels.

1. **"Wing" scope** allows a member to access data for all members in the Wing.
2. **"Group" scope** allows a member to access data for any member in all Units within the Group
3. **"Unit" scope** allows a member to access data for any member of his Unit.
4. **"Member" scope** only allows a member to access his own data.

### 2-4 Who Assigns What Authority To Whom?

The Wing WSA assigns WSA Authority to the Group WSA, usually the Group Commander

The Group WSA assigns WSA Authority to the Unit (Squadron) Commander

The Unit (Squadron) WSA assigns Application access to the members of the Unit

### 2-5 Assigning E-Services Access

Each WSA can authorize access to any of the restricted applications to anyone under his Command authority, any application, process and scope of access, up to, but not higher than, his own authority. For example, a Group WSA can assign anyone under his Command any scope, Member, Unit or Group, but not Wing scope. i.e. A WSA can delegate his authority to anyone in his organization.

In addition, most of the applications can be accessed either of two (2) ways, "Read Only" or "Data Entry" (Read/Write). If a member is authorized Data Entry access to an application, he has both capabilities.

With Data Entry, it would be redundant to authorize Read Only. (Also, in some applications, "read/only" may lock out data entry capability.)

Data Entry capability is used to allow a person to enter data in such applications as FMS Currency, Qual/Cert, Multi-ES Entry, Multi-Pilot entry or Personnel Information Changes.

All CAP members have been given authority to enter their own data (Data Entry) under these applications. He/she can only enter data for him/herself.

There are a number of other applications under the e-Services Utilities that the member can access, without any authorization from any WSA. These are listed under "Default 'Cap Utilities' Applications.

The Unit Commander (WSA) can assign any member Data Entry authority for Qual/Cert, Multi-ES Entry, Multi-Pilot entry or Personnel Information Changes, if he wants to allow that member to enter data for other members. These would be Restricted Applications for that member. This can be very useful, as some members do not have or use computers.

Any member can also be given Read Only authority for the Validation of Achievements or Tasks.

The Data Entry capability for Validation of Achievements or Tasks and the Approval Module, is used to Validate/Approve Achievements or Tasks, as required in CAPR 60-4. The only people who should be given Data Entry authority for Validation of Achievements or Tasks would be the Unit Commander or his designee.

The Approval Module is used to approve only the completed Achievements. Authority to use the Approval Module is not assigned by the WSA, but it is automatically given to any member defined as Unit Commander, Vice Commander or ES Officer for the Unit. These assignments are defined by using the Duty Administration application

A list of recommended applications is listed in this document.

### **3-0 WSA Authorization Procedures**

Each Web Security Administrator (WSA) should assign certain WSA authorities to each WSA under his Command: (He has been assigned this authority, by the next higher level of Command)

#### **3-1 Signing On To CAPNHQ Home Page**

- a. Sign on to the INTERNET
- b. **Open <www.cap.gov>**. This gets you to the CAPNHQ Home page. It is suggested that you save this page in your "Favorites"

#### **3-2 Signing On To The Capnhq E-Services Home Page**

- a.. **Click "e-Services"** button on the CAPNHQ Home page to get into the e-Services Home page. The "Web User Entry Form" page will appear.
- b. Enter your **CAPID** and **Password** and click "**Login**". The "e-Services Home page" will appear.

**Remember, password is one of the few "case" sensitive items in e-Services.**

#### **3-3 First Time User**

- a. If you are a first time user, Click on "**Member Registration**". The "New User Registration" page will appear.
- b. Enter your **Social Security Number** and your **E-Mail address** and Click "**Submit**".
- c. You will be asked one of several questions such as "What was your Mother's maiden name?" for future use by the system. **Remember how you entered this**, as if you ever need to go back into the "Lost Password" procedure, you will need to remember how you entered this item.
- d. A computer generated "Password" will be sent to the E-Mail address you just entered. Once you have received that password, you can log on to e-Services as described above.
- e. It is suggested that you use the "**Change Password**" procedure to change the password to something you can remember and record somewhere.

#### **3-4 Lost Password Recovery Procedure**

- a. If you cannot remember your password, enter your **CAPID** and Click on the "**Password Help**" button.
- b. A screen will appear asking you to answer a question, such as "What was your Mother's maiden name?". **Enter that** and Click "**Submit**" (This must be entered *exactly* as is was originally entered, when you first signed on.)
- c. Your password will be sent to the E-Mail address that you have recorded in the National e-Services database. This usually takes about 2 minutes.

### **3-5 WSA Administrator Procedure**

- a. From the e-Services home page, Click on **WSA Admin**. The “WSA Admin” page will appear.

If you do not know the member’s CAPID:

- b. Click on **Interactive Personnel Services** above the submit button. The “Interactive Personnel System Online Inquiry” page will appear.
- c. Enter the **Last name** and **First name or Initial** and click **Search**. The “CAPWATCH Online Inquiry” page will appear showing all members in your “Group” who match the selection criteria. If you only enter the first part of any name such as “Jo’ it will result in all names starting with “Jo’ being shown.  
Click on the **CAPID** of the member you desire and it will be entered into the CAPID box on the WSA Admin member selection page and return to that page.

OR

- d. Enter manually the **CAPID** for the member desired.
- e. Then click **“Submit”**. The “Application Selection page” will appear on the right side of the screen.

Entries on this page are made in seven (7) steps:

1. Select the **Application** desired. i.e. M.I.M.S.(FMS)
2. Select the **Module** desired i.e. Qual/Cert.
3. Select the **Process** desired i.e. Data entry or Read only
4. Select the **Functional Area** desired i.e. OPS-Emergency Services
5. Select the **Organization** desired i.e. Your unit
6. Select the **Scope** desired i.e. UNIT
7. Click **Submit**. The screen will refresh and you can select the next application .

Repeat steps 1 – 7 for each application you wish to authorize. The recommended applications are listed below.

### **3-6 Quick View**

To review the applications and scopes just entered, Click on **Quick View**. A list is displayed showing all applications entered for this member and the scope of authority. This list can also be used to remove any application if desired, by clicking on the **Delete** button for that application.

### **3-7 Print A Restricted Application Listing**

If you want to prepare a printed report for this member:

Click on: **“Click here to View/Edit Current Application Listing”** A list of the members Restricted Applications will appear.

The page can then be printed by **“Right Clicking”** the screen and Click **“Print”**

Return by clicking **e-Services Home page**.



#### **4-0 WSA Restricted Applications**

There are several restricted applications that may be assigned access for each WSA or member.

- |                                       |  |
|---------------------------------------|--|
| a. CAP Image Upload for Commanders    | Transmit pictures to M.I.M.S.  |
| b. CAPWATCH Download.                 | Download the National Database   |
| c. Duty Assignment                    | Assign Duty positions for your Unit  |
| d. Interactive Personnel system       | Look at Personnel information  |
| e. M.I.M.S (FMS) Applications.        | These are divided into nine modules  |
| 1. CAPF101 by CAPID                   | Print a CAPF 101 ES card   |
| 2. CAPF101T by CAPID                  | Print a CAPF 101T card   |
| 3. FMS Currency                       | Member pilot currency data   |
| 4. FMS Reports                        | Numerous reports.  |
| 5. Multi-ES Entry                     | Entry of information about completion of Qualifications or Tasks required in CAPR 60-4. i.e. CAPF 101T xxx data. |
| 6. Multi-Pilot Entry                  | Entry of information about completion of Pilot ratings etc.  |
| 7. Qual/Cert                          | Enter information about completion of Qualifications or Tasks required in CAPR 60-4. i.e. CAPF 101T xxx data.    |
| 8. Achievement Entry                  | Enter or delete Achievements for a member.   |
| 9. Validation of Achievements or Task | Approval of an Achievements or Task by the approving authority, initially the Unit Commander.                    |
| f. Organizational Contacts            | Access to information about Units  |
| g. Personal Information Change        | Change personal information.   |
| h. Validate CAP Picture               | Verify that pictures are valid   |
| i. Vehicles (Form 73)                 | Transmit vehicle to National   |
| j. WSA Admin                          | Assign access to e-Services applications.  |

#### 4-1 Recommended Applications For A Group/Unit Commander (WSA)

	Application	Module	Process	Functional Area	Scope *
a.	CAPWATCH Download		Read Only		Group/Unit
b.	Duty Administration		Data Entry	Personnel	Group/Unit
c.	Interactive Personnel System		Read Only	Personnel	Wing
d.	M.I.M.S. (FMS)	CAPF101 by CAPID	Read Only	OPS-Emergency Services	Group/Unit
e.	M.I.M.S. (FMS)	CAPF101T by CAPID	Read Only	OPS-Emergency Services	Group/Unit
f.	M.I.M.S. (FMS)	FMS Currency	Data Entry	OPS-CAPPilot	Group/Unit
g.	M.I.M.S. (FMS)	FMS Reports	Read Only	Cadet Programs	Group/Unit
h.	M.I.M.S. (FMS)	FMS Reports	Read Only	OPS-CAPPilot	Group/Unit
i.	M.I.M.S. (FMS)	FMS Reports	Read Only	OPS-Emergency Services	Group/Unit
j.	M.I.M.S. (FMS)	Multi-ES- Entry	Data Entry	OPS-Emergency Services	Group/Unit
k.	M.I.M.S. (FMS)	Multi-Pilot Entry	Data Entry	OPS-CAPPilot	Group/Unit
l.	M.I.M.S. (FMS)	Qual/Cert	Data Entry	Cadet Programs	Group/Unit
m.	M.I.M.S. (FMS)	Qual/Cert	Data Entry	OPS-CAPPilot	Group/Unit
n.	M.I.M.S. (FMS)	Qual/Cert	Data Entry	OPS-Emergency Services	Group/Unit
o.	M.I.M.S. (FMS)	Validation A/T	Data Entry	Cadet Programs	Group/Unit
p.	M.I.M.S. (FMS)	Validation A/T	Data Entry	OPS-CAPPilot	Group/Unit
q.	M.I.M.S. (FMS)	Validation A/T	Data Entry	OPS-Emergency Services	Group/Unit
r.	Personal Information Change		Data Entry	Personnel	Group/Unit
s.	Validate CAP Picture		Data Entry	Personnel	Group/Unit
t.	WSA Admin		Data Entry	Mission Support	Group/Unit

(A/T = Achievements or Tasks)

*Note: The **Organization** for each of the above Applications, would usually be the Member's assigned Unit*

*\* Assign either Group or Unit Scope, depending on level of Command.*

These applications allow each Commander (WSA) to look at or change, the data for all members in his Unit and use the various applications to enter Achievements or Tasks completed and other data for himself or any member of his organization. These are the *TASKS* that are required by CAPR 60-4 Volume II, CAPF 101T's, to qualify for Emergency Services Specialties.

#### 4-2 Default "Cap Utilities" Applications For All Members

	Application	Module	Process	Functional Area	Scope
a.	CAPWATCH Download		Read Only	General	Unit
b.	Interactive Personnel System		Read Only	Personnel	Unit
c.	M.I.M.S. (FMS) Personal Currency		Data Entry	OPS-CAPPilot	Member
d.	M.I.M.S. (FMS) Qual/Cert		Data Entry	Cadet Programs	Member
e.	M.I.M.S. (FMS) Qual/Cert		Data Entry	OPS-CAPPilot	Member
f.	M.I.M.S. (FMS) Qual/Cert		Data Entry	OPS-Emergency Services	Member
g.	My Member Info		Data Entry	Personnel	Member
h.	Personal CAPF 101		Read Only	All	Member
i.	Personal CAPF 101T		Read Only	All	Member
j.	Personal Multi-ES- Entry		Data Entry	OPS-Emergency Services	Member
k.	Personal Multi-Pilot Entry		Data Entry	OPS-CAPPilot	Member
l.	Upload CAP Picture (within CAPF101)		Data Entry	Personnel	Member

These applications allow each member to look at his/her own data and use the "Qual/Cert" and other applications to enter Achievements or Tasks completed for him/herself.

These are the *TASKS* that are required by CAPR 60-4 Volume II, CAPF 101T's, to qualify for any Emergency Services Specialty.

In the future, there may be additional applications added that are not listed in this document.

Each Unit Commander has the option of delegating any of the M.I.M.S. (FMS) applications authority to any member of his/her Unit up to the “Scope” level that he/she holds.

#### **4-3 Possible Additional Restricted Applications For A Member**

Each Unit Commander has the option of delegating any of the M.I.M.S.(FMS) applications authority to any member of his/her Unit up to the “Scope” level that he/she holds.

	<b>Application</b>	<b>Module</b>	<b>Process</b>	<b>Functional Area</b>	<b>Scope</b>
a.	Interactive Personnel System		Read Only	Personnel	Group
b.	M.I.M.S (FMS)	FMS Currency	Data Entry	OPS-CAPPilot	Unit
c.	M.I.M.S (FMS)	FMS Reports	Read Only	Cadet Programs	Unit
d.	M.I.M.S (FMS)	FMS Reports	Read Only	OPS-CAPPilot	Unit
e.	M.I.M.S (FMS)	FMS Reports	Read Only	OPS-Emergency Services	Unit
f.	M.I.M.S (FMS)	Multi-ES- Entry	Data Entry	OPS-Emergency Services	Unit
g.	M.I.M.S (FMS)	Multi-Pilot Qual-Entry	Data Entry	OPS-CAPPilot	Unit
h.	M.I.M.S (FMS)	Qual/Cert	Data Entry	Cadet Programs	Unit
i.	M.I.M.S (FMS)	Qual/Cert	Data Entry	OPS-CAPPilot	Unit
j.	M.I.M.S (FMS)	Qual/Cert	Data Entry	OPS-Emergency Services	Unit
k.	M.I.M.S (FMS)	Validation A/T	Read Only	Cadet Programs	Unit
l.	M.I.M.S (FMS)	Validation A/T	Read Only	OPS-CAPPilot	Unit
m.	M.I.M.S (FMS)	Validation A/T	Read Only	OPS-Emergency Services	Unit
n.	Personal Information Change		Data Entry	Personnel	Unit

(A/T = Achievements or Tasks)

*Note: The **Organization** for each of the above Applications, would usually be the Member’s assigned Unit.*

Only assign these capabilities for a member who has a “NEED” for such authority.

These applications allow each member to look at data and use these applications to enter Achievements or Tasks completed for himself and any other member of his/her Unit. These are the *TASKS* that are required by CAPR 60-4 Volume II, CAPF 101T’s, to qualify for any Emergency Services Specialty

The “Validation of Achievements or Tasks” procedures with Data Entry capability at the Unit or higher level, allow for the Approval of Achievements or Tasks.

The assignment of these WSA permissions should be used with great discretion. Also, any time a member transfers from the Unit, these restricted applications should be removed.